

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">Reissue</p>		広報番号： Announcement No.	MWR-HPT-45-08(R)
		募集締切日： Closing Date	17 Nov 08 1 st Cut-off: 6 Oct 08 2 nd Cut-off: 27 Oct 08
		発行日： Date of Issue	16 Sep 08
1.職種名 Job title (等級 Grade <u>2 or 3</u> / 語学等級 LAD <u>N/A</u>) <div style="text-align: center;"> Child Development Program Trainee #0008 OR Child Development Program Assistant #0009 (児童育成プログラム見習または補助職) </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical </div>		募集人数 No. of Recruitment <div style="text-align: center; font-size: 1.5em;">1 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Commander Fleet Activities, Yokosuka Morale Welfare Recreation Department Child Development Program Division, Negishi CDC (C644) 勤務場所 Working Place:横浜市 根岸住宅地区 Negishi Housing area, Yokohama		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> IHA (HPT 時給制従業員) 時給 見習い ¥840 補助職 ¥950	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制hrww) 勤務日 Work Days : Mon – Fri 5 days a week (月一金、週 5 日制) 勤務時間 Work Hours 0900-1800 hours (8 hours a day / 1 日 8 時間勤務) 休憩 Recess Period 1 hour/day (1 日 1 時間) <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties GENERAL: 1-2 level: Under the direct supervision of a leader or supervisor, performs more routine and simple childcare takes at the Child Development (CD) Facility. 1-3 level: Under the direct supervision of a higher grade technician, leader, or supervisor, performs full range of child development care function and provides instruction to children at the Child Development (CD) facility. DUTIES AND RESPONSIBILITIES: <u>1-2 level</u> : Performs basic daily childcare duties such as feeding, dressing, bathing, organizing games for and otherwise entertaining and attending to small children. Typical duties are to help arrange room and play materials to accommodate the daily schedule. Helps create adult-made games and play materials, and assists with developing a list of needed supplies and equipment for submission to the supervisor. Receives children from parents. Notes all special instructions that parents may provide. Maintains an accurate count of children at all times. Conducts the appropriate play and learning activities to foster individual and group activity development. Attends to the physical needs of the children (i.e, diapering, feeding, toileting, resting, etc). Rocks and holds babies, and assists children during family-style meals. Notifies the supervisor or Facility Director of any makers or other signs that might indicate a suspicion of illness, abuse, or neglect. Ensure that each child leaves with a parent or someone authorized to take the child at all times. <u>1-3 level</u> : In addition to performing the basic daily childcare functions, the employee assists in planning and conducting an effective child development program to meet the physical, social, emotional, and intellectual needs of each child, based upon stated goals and a curriculum plan provided by the supervisor and / or higher graded technicians normally recognized as group leader CD technician. Reviews and implements daily schedules and activity plans, and briefs lower-graded employees. Arranges room and play materials to accommodate the daily schedule. Sets up displays and bulletin boards. Creates a pleasant, inviting atmosphere for children. Ensure the safety and sanitation of children through constant supervision, effective arrangement of space, proper maintenance of equipment, etc. Uses approved child guidance and care giving techniques that support overall program objectives.			
7.資格要件／身体条件 Qualification/Physical Requirements For 1-2: a. Hold a high school diploma or equivalent. b. Skill in handling emergency situation common in childcare setting. c. Ability to oversee children and assist in developing curriculum. d. Ability to speak, read and write English at average proficiency level (LAD-2) e. Ability to speak, read and write Japanese at native level. For 1-3: In addition to “a” thru “e” above, must have completed DOD Child Development Employee Training Modules. Handicapped applicants may be accepted, depending on the degree and kind of disability.			

英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional	
学歴 Educational Background : N/A	免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents	職務状況 Working Condition
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input checked="" type="checkbox"/> 修了証／証明書の写し Copy of Certificate (For 1-3 level, certification of DOD CD Employee Training Modules.)</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p>	<p>Child Development Center (Hoikuen) classroom.</p> <p>Works on weekend up to midnight for special night opening.</p>

9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600hrs to 1800hrs.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:
 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
 米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka
 内線/Extension 243-8152 JN Employment Division (N132)

2. 外部（非従業員）提出先 Off Base Applicants must submit to:
 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
 (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
 管理第一係 Management Section
 電話番号 Phone 046-828-6959
 受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use		
募集部隊担当者 Activity POC : MWR Personnel		電話 046-816-3201/(DSN) 243-3201
PD No.: CFAY-644-012-PT	PD is accurate and current. Certified by Activity: WN	HRO: jt 7/24 7k 7/24 jt 9/15

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません。 Submitted applications will not be returned.
 HPT-Hourly Pay Temporary（日本政府雇用・時給制臨時雇用従業員）
 契約期間— 1 年を超えない期間（更新あり）交通費支給。
 勤務時間が週 30 時間以上の場合、社会保険の適用があります。
 勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。